

**Executive Host Information 2005**  
**Placement Week November 15-19, 2004**

Office Name: Office of the Under Secretary  
National Oceanic and Atmospheric Administration (NOAA)

Position Title: Sea Grant Fellow

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	
> 10	X

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	X
No	

If yes, how many? This office has hosted fellows the last 2 years

If fellow is currently on assignment, please provide contact information.

Name	Jennifer Costanza
Tel	202-482-0955, 202-744-5900 (cell)
Email	jennifer.costanza@noaa.gov

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	
No	X

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**Organizational Overview**

*Please clearly define all acronyms used. Thank you.*

***Mission Statement:*** (Please limit to 30 words.)

NOAA's mission is to understand and predict changes in the Earth's environment and conserve and manage coastal and marine resources to meet our Nation's economic, social, and environmental needs.

***Brief Overview of Your Office's work:*** (Please limit to 150 words.)

The only way to capture the scope of the Office of the Under Secretary in 150 words or less is to grossly oversimplify things. So here goes – we do it all. The Under Secretary is the head of NOAA and, therefore, responsible for all NOAA activities. All budget formulation, policy formulation, and implementation comes through this office. We cover all areas of ocean and atmospheric science, management, and policy within NOAA, across the Federal government (both executive and legislative branches), and internationally.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

Yes. The Under Secretary's office works across all NOAA programs, a wide cross-section of other Federal agencies, stakeholder groups, and Congress.

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**Assignment Description.**

*It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.*

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Good listening and communication skills
Ability to juggle multiple demands and changing priorities
Ability to play well with others

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

Keeping the day-to-day operations of the front office of a government agency running smoothly is a challenge. We have assembled a team of tremendously talented people who have expertise and experience in a wide swath of issues to make sure that information is gathered, analyzed, and disseminated to NOAA leadership and that questions or decisions that result from this dialogue are answered and implemented in a timely fashion. Your tasks would include drafting memos for the Under Secretary, writing speeches for a variety of audiences, organizing and staffing meetings with stakeholders, accompanying the Under Secretary to events in the DC area, and tracking important issues and briefing the Under Secretary on them. The Office of the Under Secretary is dynamic. We are constantly responding to hot issues. As a result, your plan for any given day may be tossed out the window by 9 am.

As a Fellow in our office, you will see exactly what goes into running a \$3.7 billion government agency. You will come away from the fellowship with an understanding of how Federal policies and budgets are shaped. You will help us to sort out complex and often conflicting stakeholder positions and determine how best to respond to these pressures while moving forward with sound science and management. You will learn the valuable skill of how to navigate and communicate effectively to different audiences these complex processes. You will see the good, the bad, and the really ugly. You will always have more on your desk than you could ever hope to read or respond to (we mean this in a good way!) and will have the support of a great team to ensure your success.

We understand that the Knauss Fellowship is a unique learning opportunity for you. We take seriously our responsibility to be a good host and expose you to many things. We have the flexibility to introduce you to areas and issues you've never heard of before (but will quickly become an expert in) and also allow you to focus time and effort on issues already of interest to you.